

YOUNG INDIA SKILLS UNIVERSITY, TELANGANA

(Established under State Legislature Act 13 of 2024, Government of Telangana)

Tender No.: YISU/Admin/HV-MB-CB/2025-26/09

Dated: 04.05.2026

**NOTICE INVITING LIMITED TENDER ENQUIRY(LTE) FOR HIRING
OF VEHICLES ON MONTHLY AND CALL BASIS**

Young India Skills University, Telangana (hereinafter referred to as "the University"), a body corporate established under the Young India Skills University Act, 2024 (Telangana Act No. 23 of 2024), invites **sealed bids under Limited Tender Enquiry (LTE)** from eligible, experienced and reputed transport agencies for hiring of vehicles on Monthly Basis and Call Basis for official use of the University, its officials, Senior Managers, visitors and dignitaries, for a period of One (01) Year, extendable by mutual consent, from the date of award of contract.

Vehicles Required on Monthly Basis:

Sl. No.	Vehicle Description	Monthly Usage Limit	EMD* (Rs.)	No. of Vehicles Required	Duration of Contract	Probable Start Date
1	Toyota Innova Crysta - White Colour (RC after January 2026)	3,000 KM / Month	84,000	01 (One)	01 (One) Year	As per LOA
2	Maruti Swift Dzire (RC in 2025/26)	2,500 KM / Month		01 (One)	01 (One) Year	As per LOA

*EMD is exempted for all vehicles provided the Agencies shall submit a copy of MSME Certificate, if applicable. In all other cases, EMD shall be furnished by demand draft or NEFT/RTGS shall be issued to the following account:

Bank Name: State Bank of India
Beneficiary Name: Young India Skills University, Telangana
Account No.: 43452954044
IFSC Code: SBIN0004187
Branch: Hitec City Branch, Hyderabad

SCHEDULE OF BIDDING PROCESS

Sl. No.	Event	Date / Time
1	Issue of Tender Document	04.05.2026 (Monday)
2	Last Date and Time for Submission of Bids (Offline)	11.05.2026, up to 15:00 Hrs
3	Date and Time of Opening of Bids	11.05.2026, at 15:30 Hrs
4	Validity of Bid	90 days from the Bid Due Date
5	Signing of Agreement	Within 07 days of issuance of Letter of Award (LOA)
6	Probable Date of Commencement of Contract	As specified in LOA

(P.T.O)

2. Quotations are invited from agencies located in Hyderabad and Secunderabad only.

3. The University shall endeavour to adhere to the above schedule. Any change in the schedule shall be notified exclusively through the official University website (www.yisu.in). No individual communication in this regard shall be issued.

Note:

- a) The University shall open the Bids received in physical (offline) format at the designated time and venue.
- b) Conditional and/or incomplete bids would be rejected.
- c) YISU reserves the right to accept/reject or split any or all the bids without assigning any reasons thereof.
- d) For any clarification, please contact:

Name & Designation: Mr. Raja Chanasha, Program Assistant (Admin)

Contact No: 8374167173/7013308502

Email ID: yisuadmin@yisu.in

Sd/-
Registrar I/c

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SECTION I INSTRUCTIONS TO BIDDERS

1. Scope of Tender.

This tender pertains to the **hiring of vehicles on Monthly Basis and Call Basis** for the official use of the University, its Officials, Senior Managers, visitors and dignitaries. Monthly-basis vehicles shall be deployed as specified herein. Call-basis vehicles shall be deployed strictly on actual requirement, as and when requisitioned by the competent authority, and shall not be retained on a monthly retainer basis under the call-basis portion of this tender.

The monthly-basis vehicle specifications and operational parameters are set out in Section II, Clauses 13 and 14, and Annexure II, Part A. The vehicle categories for call-basis deployment, and the operational parameters applicable to local/city and outstation deployments, are set out in Section II, Clauses 15 through 18, and Annexure II, Parts B and C.

2. Definitions.

2(a). "University" means Young India Skills University, Telangana, and shall include authorised representatives.

2(b). "Tender Inviting Authority" or "TIA" means the Registrar In-Charge, YISU, or such officer as may be authorised in this behalf.

2(c). "Service Provider" or "Agency" or "Contractor" means the successful bidder to whom the contract is awarded.

2(d). "Monthly Basis" means deployment of a specified vehicle on a full-time dedicated basis for the University, with consolidated monthly hire charges as per approved rates.

2(e). "Call Basis" means deployment of vehicles against specific, occasion-wise requisitions issued by the University, with charges calculated on the basis of approved slab rates.

2(f). "Local / City Basis" means trips originating and terminating within the limits of the Hyderabad Metropolitan Development Authority (HMDA) or the Greater Hyderabad Municipal Corporation (GHMC), as the case may be.

2(g). "Outstation Basis" means trips where the destination falls beyond the city limits as defined in Clause 2(f) above.

2(h). "Slab" means a pre-determined combination of kilometres and hours for which a fixed charge is payable, as detailed in Annexure II.

2(i). The terms "Bid," "Tender" and "Quotation," along with their derivatives, are synonymous and shall be used interchangeably. The decision of the University regarding interpretation of any term shall be final.

3. Eligible Bidders.

3(a). The bidder must be a legally constituted entity, namely a Proprietorship, Partnership Firm, Limited Liability Partnership (LLP), or Company registered under applicable law. A copy of the constitution document, Permanent Account Number (PAN), and GST Registration Certificate valid in Telangana shall be enclosed with the bid.

3(b). The bidding agency must have a minimum of three (03) years of demonstrated experience in providing hired vehicles to Central Government Departments, State Government Departments, Public Sector Undertakings (PSUs), Central or State Universities, Autonomous Bodies under the Government, or PPP Institutions. Relevant experience certificates and work orders shall be submitted.

3(c). The agency shall not be under any declaration of ineligibility for corrupt or fraudulent practices issued by any Central or State Government authority, PSU, or competent body.

3(d). The agency shall own or hold valid lease agreements in respect of the vehicles proposed to be deployed, and shall submit copies of Registration Certificate (RC), valid Contract Carriage Permit or Tourist Permit, Insurance Policy, and Pollution Under

Control (PUC) Certificate, as applicable under the Motor Vehicles Act, 1988 and Central Motor Vehicles Rules, 1989.

3(e). Every driver proposed to be deployed shall hold a valid Commercial Vehicle Driving Licence issued under the Motor Vehicles Act, 1988, shall have a minimum of three (03) years of driving experience, shall have no criminal antecedents, and shall not have more than two (02) pending negligence challans.

3(f). Relaxation for Newly Established Firms and MSMEs: Notwithstanding anything in Clause 3(b) above, the University may, at its sole discretion and in the interest of wider participation, permit firms having less than three (03) years from the date of establishment, including startups and MSMEs, to participate, subject to submission of the Undertaking prescribed at Annexure IV. Participation under this clause shall not constitute automatic qualification, nor shall it dilute any contractual obligation. The decision of the Competent Authority in all such cases shall be final and binding.

4. Preparation and Submission of Bids.

4(a). This tender shall be submitted in physical (offline) mode only, by Registered Post, Speed Post, or Hand Delivery, addressed to the Office of the Registrar In-Charge, Young India Skills University, Nilgiri Block, IIIT Hyderabad (Transit Campus), Gachibowli, Telangana 500032. No online or electronic submission shall be entertained.

4(b). The bid shall be submitted in a single sealed envelope, superscribed clearly as: "**BID FOR HIRING OF VEHICLES ON MONTHLY BASIS AND CALL BASIS (YISU/Admin/HV-MB-CB/2025-26/09)**". The envelope shall contain the following documents, all duly signed and self-attested by the authorised signatory:

(i) Signed and stamped copy of the complete Tender Document, including the Notice Inviting Tender (NIT), Addendum(s), and Corrigendum(s), if any.

(ii) Proforma for Vendor Details, duly filled, as per Annexure I.

(iii) Price Bid as per Annexure II, with rates quoted in figures and words for each vehicle (monthly basis) and each vehicle category and slab (call basis).

(iv) Proforma for Annual Turnover as per Annexure III, certified by a Chartered Accountant.

(v) Proof of three (03) years of experience (experience certificates and work orders from Government / PSU / University clients).

(vi) Copies of Income Tax Returns for the last three financial years and PAN Card.

(vii) Valid GST Registration Certificate.

(viii) Copies of RC, valid permit, Insurance, and PUC for vehicles to be deployed.

(ix) Earnest Money Deposit (EMD) as per Clause 5, wherever applicable.

(x) Undertaking of Technical, Financial and Operational Capability as per Annexure IV.

(xi) Non-Blacklisting Undertaking on the letterhead of the agency.

(xii) Affidavit regarding correctness of statements, in the prescribed format.

4(c). Agencies shall mandatorily quote rates for the monthly-basis vehicles they are able to provide, as per Annexure II, Part A. For call-basis vehicles, bidders shall quote rates for the vehicle categories available with them, as per Annexure II, Parts B and C. Deployment of call-basis vehicles shall be strictly as per requirement.

4(d). Any bid received after the prescribed date and time, for any reason whatsoever including postal delay or delay in transit, shall be summarily rejected without any consideration. The University shall bear no responsibility for delayed or lost bids.

4(e). The authorised signatory executing the bid shall hold a valid Power of Attorney (POA) to that effect. Where a POA is not provided, or where the person executing the bid is not the same as the authorised signatory named in the POA, the bid shall be treated as non-responsive.

4(f). Conditional bids or bids with alternate offers shall be summarily rejected and declared non-responsive.

5. Earnest Money Deposit (EMD).

5(a). EMD as stipulated in this document shall be applicable and must be furnished by all bidders. However, agencies holding a valid MSME / UDYAM Registration Certificate shall be exempted from submission of EMD, subject to submission of such certificate along with the bid.

5(b). EMD shall be furnished by demand draft or NEFT/RTGS to the following account:

Bank Name: State Bank of India
Beneficiary Name: Young India Skills University, Telangana
Account No.: 43452954044
IFSC Code: SBIN0004187
Branch: Hitec City Branch, Hyderabad

5(c). In the event EMD is furnished and the bidder is unsuccessful, EMD shall be returned without interest within thirty (30) days of finalisation of the tender. In the event of award, EMD shall be adjusted against Security Deposit or returned after execution of the Agreement, as determined by the University.

6. Amendment of Bid Document.

Any addendum, corrigendum, clarification, or amendment to this tender document shall be notified exclusively on the official website of the University (www.yisu.in). No separate individual communication shall be issued. Bidders are responsible for regularly checking the University website and shall be deemed to have knowledge of all amendments/corrigenda that maybe published.

7. Modification, Substitution or Withdrawal of Bids.

7(a). A bidder may modify, substitute, or withdraw their bid prior to the Bid Due Date and Time by submitting a written notice in a sealed envelope, clearly marked "MODIFICATION", "SUBSTITUTION", or "WITHDRAWAL", as the case may be, to the Tender Inviting Authority.

7(b). No modification, substitution, or withdrawal of bid shall be permitted on or after the Bid Due Date and Time. Bids submitted shall be treated as final and binding upon expiry of the deadline.

8. Bid Opening and Evaluation.

8(a). Bids shall be opened physically at the University premises on 11.05.2026 at 15:30 Hrs.

8(b). For monthly-basis vehicles, evaluation and award shall be carried out independently for each specified vehicle. The bidder quoting the lowest evaluated rate (L1) for the respective vehicle, and found otherwise technically and commercially responsive, shall be considered for award for that vehicle. The University reserves the right to award one or more vehicles to different/same bidder/s.

8(c). For call-basis vehicles, no exclusive contract shall be awarded. Deployment shall be made on a need basis from among eligible bidders who have quoted the lowest rate for the specific vehicle category required at the time of requisition, subject to requirement and satisfactory past performance.

8(d). The rates quoted for all monthly-basis and call-basis vehicles and slabs shall remain firm and fixed for the entire contract period. No escalation, whatsoever, shall be admissible on any ground, including fluctuation in fuel prices or labour costs.

8(e). In the event that only a single bid is received, the University reserves the right to open and evaluate the same on the basis of reasonableness of rates and compliance with terms, and to award the contract accordingly, at its sole discretion.

8(f). The University reserves the right to accept or reject any or all bids without assigning reasons. The decision of the Competent Authority, YISU, shall be final and binding in all matters pertaining to evaluation and award.

9. Award of Contract.

9(a). For monthly-basis vehicles, a Letter of Award (LOA) shall be issued to the successful bidder for each vehicle separately, and the Agreement shall be executed on non-judicial stamp paper of Rs. 100/- within seven (07) days of the issuance of the LOA.

9(b). For call-basis vehicles, the University may empanel more than one agency per vehicle category in order to ensure adequate availability. Empanelment shall not confer any guarantee of deployment or minimum business.

9(c). The University's right to increase or decrease the number of monthly-basis vehicles and call-basis deployments based on University's requirement, on the same rates, terms and conditions, is expressly reserved. The Contractor shall be bound to provide vehicles as and when requisitioned, without demur.

9(d). The successful bidder must supply the monthly-basis vehicle within seven (07) days of the Letter of Award (LOA).

10. University's Right to Accept or Reject.

The University reserves the right to accept or reject, in whole or in part, any or all bids, to annul the bidding process, or to re-issue the tender at any stage, without incurring any liability to the affected bidder(s), and without being required to assign any reason therefor.

SECTION II
GENERAL CONDITIONS OF CONTRACT
PART A: MONTHLY BASIS VEHICLES

11. Scope of Service and Vehicle Specifications (Monthly Basis).

11(a). Proposals are invited to provide the following vehicles to YISU on a monthly hire basis for the exclusive use of University Officials, Senior Managers, Visitors, and Dignitaries:

Sl. No.	Vehicle Description	Monthly Usage Limit	No. of Vehicles
1	Toyota Innova Crysta - White Colour (RC after January 2026)	3,000 KM / Month	01 (One)
2	Maruti Swift Dzire (RC in 2025/26)	2,500 KM / Month	01 (One)

11(b). The University reserves the right to increase or decrease the number of vehicles, based on actual operational requirement, on the same rates, terms and conditions finalised with the successful bidder. The successful bidder shall be obliged to provide additional vehicles as and when required.

11(d). The vehicles must be in pristine condition (scratch/dent-free) and in Executive Standard, white in color and strictly free from any and all kinds of commercial taxi decals, yellow branding, or agency stickers. The Service Provider shall ensure that all vehicles deployed comply with the Motor Vehicles Act and Telangana RTO regulations for institutional hiring. The responsibility for any legal or insurance liabilities arising from the vehicle's registration status remains solely with the Service Provider.

11(e). All vehicles shall be BS-VI emission norm compliant, fitted with Airbags and ABS, and maintained in excellent running condition. Vehicles shall be free of dents, scratches, taxi decals, yellow branding, or agency stickers, and shall be in Executive Standard, white in colour.

11(f). The Toyota Innova Crysta shall be registered after January 2026. The Maruti Swift Dzire shall be registered in 2025/26. All vehicles shall be registered in Telangana and shall comply with all applicable Motor Vehicles Act, 1988 and Telangana RTO regulations for institutional hiring.

11(g). Fuel shall be strictly Petrol, Diesel, or Factory-fitted CNG. Privately fitted LPG or CNG cylinders are prohibited.

11(h). The vehicle shall not be used by the Service Provider for any other purpose during the contract period. It shall be available for use by the University on any day, including Saturdays, Sundays, and Public Holidays.

12. Operational Requirements (Monthly Basis).

12(a). Each monthly-basis vehicle shall be engaged for twelve (12) hours per day from the reporting point to the reporting point. Any deployment beyond twelve (12) hours shall be treated as extra hours and charged as per the rates quoted in Annexure II, Part A.

12(b). The vehicle shall remain available twenty-four (24) hours a day, seven (07) days a week, including weekends and public holidays. The driver shall be available within thirty (30) minutes of notice in emergency or exigency situations.

12(c). Mileage shall be calculated from the designated reporting point to the reporting point only. Garage-to-garage mileage shall not be admissible. The driver shall maintain a proper logbook daily, recording opening and closing entries, starting and ending locations, and kilometres covered.

12(d). The odometer must be professionally sealed. YISU reserves the right to verify the seal at an authorised workshop at the Service Provider's cost. Any tampering with the odometer shall be treated as a material breach of contract.

12(e). Kilometre balance, if any, remaining from the monthly usage ceiling at the end of a calendar month, shall be carried forward to the succeeding month.

12(f). The vehicle shall be in good and roadworthy condition at all times, with the following amenities: clean seat covers, floor carpet, rubber floor mat, car air freshener, mobile charger, tissue papers, and a functional fire extinguisher.

12(g). The successful bidder shall not substitute or change the deployed vehicle without prior written approval of the competent authority. The vehicle shall be free from any legal proceedings on account of accidents, traffic violations, or ownership disputes.

12(h). The vehicle shall be sent for service only at authorised service agencies, strictly on non-working days.

PART B: CALL BASIS VEHICLES

13. Scope of Service and Vehicle Categories (Call Basis).

The scope of the call-basis portion of this contract pertains to the provision of vehicles on call basis for the official use of the University. The following vehicle categories are covered:

Sl. No.	Vehicle Category	Description / Example Models
1	Hatchback Car	e.g., Maruti Swift, Hyundai i20 or equivalent
2	Sedan Car	e.g., Maruti Dzire, Honda City or equivalent
3	MUV / MPV (6-7 Seater)	e.g., Maruti Ertiga, Toyota Innova Crysta or equivalent
4	SUV (7 Seater and above)	e.g., Toyota Fortuner, Mahindra Scorpio or equivalent
5	Mini Bus / Tempo Traveller (12 Seater)	AC, Push-back or semi-sleeper
6	Tempo Traveller (17 Seater)	AC, Push-back or semi-sleeper
7	AC Bus (32 Seater)	Air-conditioned, push-back seats
8	AC Bus (45 Seater)	Air-conditioned, push-back seats
9	AC Bus (52 Seater)	Air-conditioned, push-back seats

All vehicles deployed shall comply with applicable provisions of the Motor Vehicles Act, 1988 and the Central Motor Vehicles Rules, 1989, including requirements as to registration, permit, insurance and pollution control. Vehicles shall not be older than five (05) years from the date of first registration at the time of deployment, unless specifically approved by the University. All vehicles shall be air-conditioned, well-maintained, and in roadworthy condition, with clean seat covers, floor carpets, car air-freshener, mobile charger, and a functional fire extinguisher.

14. Call Basis Requisition Procedure.

14(a). Vehicles shall be deployed strictly on actual requirement, against authorised requisitions issued by the competent authority of the University in writing, by email, or by mobile message. No vehicle shall be deployed without a valid duty requisition. Telephonic requisition shall be treated as valid and binding, and formal confirmation may be issued on the same or subsequent working day.

14(b). Upon receipt of requisition, the Agency shall confirm deployment within two (02) hours and shall ensure that the vehicle, along with the assigned driver, reports at the designated location at the stipulated time, without fail. The Agency shall furnish complete vehicle and driver particulars including registration number, driver name, and contact details prior to final confirmation of hire.

14(c). Charges shall be calculated on the basis of pre-approved slab rates as per Annexure II, Parts B and C, determined at the time of requisition. The applicable slab shall be selected based on the estimated distance and duration of the trip.

14(d). Kilometre measurement shall be from the designated fixed reporting location to the point of drop (return), as recorded through the vehicle odometer, and shall be entered in the Duty Slip by the authorised user. Dead mileage (travel from and to garage) shall not be payable.

14(e). Extra kilometres and hours, beyond the limits of the applicable slab, shall be charged at the rates quoted for Extra Km and Extra Hours respectively, as per Annexure II, and shall be computed on a pro-rata basis.

14(f). Night charges, as quoted in Annexure II, shall be payable for deployments requiring the vehicle to be in service between 23:00 hours and 05:00 hours on any given duty.

14(g). Failure to deploy the confirmed vehicle, abrupt or unauthorised substitution at short notice, or withdrawal after confirmation shall constitute a serious contractual lapse and may attract warnings, penalty, or termination. If the L1 bidder fails to provide the confirmed vehicle and YISU hires an alternative on exigency basis, the differential cost over the L1 rate shall be recovered on a pro-rata basis.

15. Local / City Basis - Approved Slabs (Call Basis).

Rates for hiring of vehicles on local / city call basis shall be quoted for the following standard slabs. The slab is inclusive of both kilometre and hour limits; whichever limit is exhausted first, the corresponding excess shall be charged as per the extra km / extra hour rates quoted:

Sl. No.	Vehicle Category	80 Km / 8 Hrs (Rs.)	120 Km / 12 Hrs (Rs.)	180 Km / 18 Hrs (Rs.)	Extra Km (Rs.)	Extra Hr (Rs.)	Night Charges (Rs.)
1	Hatchback Car						
2	Sedan Car						
3	MUV/MPV (6-7 Seater)						
4	SUV (7 Seater and above)						
5	Mini Bus / Tempo Traveller (12 Seater)						
6	Tempo Traveller (17 Seater)						
7	AC Bus (32 Seater)						
8	AC Bus (45 Seater)						
9	AC Bus (52 Seater)						

Note: Night charges shall apply where the vehicle is in service between 23:00 hours and 05:00 hours. Toll charges, parking charges, inter-State taxes, and municipal levies actually incurred shall be reimbursed separately against original receipts only. All rates quoted shall be inclusive of GST, fuel, driver salary, maintenance, and all other operational costs.

16. Outstation Basis - Approved Slabs (Call Basis).

Rates for hiring of vehicles on outstation call basis shall be quoted for the following three (03) standard slabs. The slabs represent the minimum guaranteed commitment per day; charges beyond the slab shall be levied as per extra km rates quoted:

Sl. No.	Vehicle Category	Slab A 180 Km / 18 Hrs (Per Day) (Rs.)	Slab B 240 Km / 24 Hrs (Per Day) (Rs.)	Slab C 300 Km / 24 Hrs (Per Day) (Rs.)	Extra Km (Rs.)	Night Charges (Rs.)
1	Hatchback Car					
2	Sedan Car					
3	MUV/MPV (6-7 Seater)					
4	SUV (7 Seater and above)					
5	Mini Bus / Tempo Traveller (12 Seater)					
6	Tempo Traveller (17 Seater)					
7	AC Bus (32 Seater)					
8	AC Bus (45 Seater)					
9	AC Bus (52 Seater)					

Note: For outstation deployments, each day shall be computed as per the applicable slab. Night halt charges, where applicable, shall be mutually agreed upon in writing prior to the journey, and reimbursed against receipts. Toll charges, parking charges, inter-State entry taxes, and municipal levies shall be reimbursed separately against original receipts. All rates shall be inclusive of GST, fuel, driver salary, maintenance, and all incidental operational costs.

17. Drivers' Obligations and Conduct. (Monthly & Call basis)

17(a). The Agency shall deploy only duly licensed drivers holding a valid Commercial Vehicle Driving Licence issued under the Motor Vehicles Act, 1988, with a minimum of three (03) years of relevant driving experience and familiarity with Telangana routes.

17(b). Every driver shall be in proper uniform while on duty, carry a functional mobile phone at all times, and maintain high standards of personal hygiene and professional conduct.

17(c). The driver shall not consume, or be in possession of, gutkha, pan masala, tobacco products, drugs, alcoholic beverages or any other intoxicants during duty deployment. Any driver found in violation shall be replaced immediately by the Service Provider.

17(d). No driver shall have any criminal record or pending cases in any court of law, and shall not have more than two (02) pending negligence challans. Background and antecedent verification of drivers shall be the sole responsibility of the Agency.

17(e). In the event of leave or absence of the assigned driver, the Agency shall provide a competent substitute without any interruption to service, without additional charge, and with prior intimation to the University.

17(f). The Agency shall ensure that driver salary is paid not later than seven (07) days from month-end, in compliance with the Payment of Wages Act, 1936, and the Minimum Wages Act, 1948. In the event of proven delay in payment of wages, the University may, at its discretion, remit wages directly to the driver and recover the amount, along with a penalty of Rs. 10,000/-, from the Agency's subsequent bill.

18. Financial and Billing Conditions for Monthly & Call basis.

18(a). Rates quoted shall be all-inclusive, covering GST, fuel, driver salary, vehicle maintenance, insurance, and all other incidental operational costs. No other charges shall be payable by the University, except as expressly provided in this document.

18(b). Rates shall remain firm and fixed for the entire period of the contract and shall not be subject to escalation on any ground whatsoever, including fuel price revisions or statutory amendments in labour charges.

18(c). Toll charges, parking charges, inter-State entry taxes, and municipal levies, if any, actually incurred during official journeys shall be reimbursed separately, only against original receipts or valid documentary proof, subject to verification and approval by the University.

18(d). All payments shall be made in Indian Rupees. The Agency shall submit bills in the first week of the succeeding month, supported by certified duty slips / logbook entries duly signed by the authorised user of the University.

18(e). Payment shall be released within fifteen (15) days of receipt of complete and verified bills, subject to deductions, if any, on account of penalties or non-performance.

18(f). In case of discrepancy between rates quoted in figures and in words, the rate quoted in words shall prevail.

19. Penalties and Deductions. (Monthly & Call basis)

The following penalties shall be imposed and deducted directly from the Agency's bill:

Sl. No.	Nature of Default	Penalty Amount	Ref.
1	Non-reporting of vehicle on duty day without prior notice	Pro-rata deduction plus Rs. 1,000/- per day	19(a)
2	Late reporting beyond 15 minutes of requisitioned time	Rs. 500/- per incident	19(b)
3	Vehicle presented in unclean, unhygienic, or mechanically unfit condition without immediate replacement	Rs. 1,000/- per incident	19(c)
4	Driver not in uniform, without mobile phone, or misconducting	Rs. 1,000/- per incident	19(d)
5	Driver having more than two negligence challans or criminal record - failure to replace immediately	Rs. 1,000/- penalty plus immediate replacement mandated	19(e)
6	Failure to provide substitute vehicle during breakdown without arranging alternate	Pro-rata deduction plus Rs. 1,000/- per incident; University to arrange alternate at Agency's risk and cost	19(f)

The Competent Authority's decision in the matter of imposition of penalties shall be final. The University may, at its discretion, condone minor technical defaults where adequate explanation is furnished.

20. Liabilities and Indemnity. (Monthly & Call basis)

20(a). The Service Provider shall bear full and exclusive responsibility for insurance, accidents, damage to property, injury or death of any person arising out of the operation of vehicles under this contract, and for any consequential legal liability under applicable law.

20(b). The Service Provider shall maintain valid comprehensive insurance including third-party liability for each deployed vehicle, as mandated under the Motor Vehicles Act, 1988, throughout the currency of the contract.

20(c). The University shall bear no financial or legal liability whatsoever in respect of third-party claims, driver injuries, traffic challans, violations of road regulations, or any

other liability arising out of the deployment and operation of vehicles. All such liabilities shall be borne solely by the Service Provider.

20(d). The Service Provider shall comply at all times with the provisions of the Employees Compensation Act, 1923, the Contract Labour (Regulation and Abolition) Act, 1970, and all other applicable labour and social security laws. The University shall not be considered an employer or principal employer for any purpose under such enactments.

**21. Duration
and
Termination of
Contract.
(Monthly & Call
basis)**

21(a). The contract shall be for a period of One (01) Year from the date of award, and shall be extendable by mutual written consent on the same rates, terms and conditions.

21(b). Either party may terminate the contract by giving One (01) Month's written notice to the other party. The University may terminate the contract forthwith, without notice, in the event of persistent non-performance, fraud, suppression of material information, or any breach of contractual conditions.

21(c). Upon termination, the Agency shall ensure continued deployment for the notice period unless otherwise directed by the Competent Authority of YISU. Any outstanding amounts due to the University by way of penalties or other deductions shall be recovered from dues payable to the Agency.

**22. Legal and
Administrative
Provisions.
(Monthly & Call
basis)**

22(a). The Agency shall execute the Agreement on non-judicial stamp paper of Rs. 100/- within seven (07) days of issuance of the LOA, as per the format prescribed at Annexure V.

22(b). The Service Provider shall not subcontract, transfer, or delegate any part of this contract to any other individual, firm, or agency, under any circumstances whatsoever.

22(c). The Agency shall not deploy any vehicle that is the subject of any legal proceeding relating to ownership, accident liability, or traffic violation.

22(d). Privately fitted LPG or CNG cylinders, not originally factory-fitted or approved by the Regional Transport Authority (RTA) under applicable rules, shall not be used in any deployed vehicle.

22(e). All disputes, differences, or claims arising out of or in relation to this contract shall be subject to the exclusive jurisdiction of the courts at Hyderabad, Telangana.

22(f). The decision of the Competent Authority, YISU, shall be final and binding on the Service Provider in all matters of interpretation, penalties, and administration of this contract. No conditional bids shall be accepted.

ANNEXURE I
PROFORMA FOR VENDOR DETAILS

(To be submitted on the Letterhead of the Agency, duly signed and stamped by the Authorised Signatory)

Sl. No.	Description	Particulars to be furnished by the Bidder
1	Name of Agency / Firm	
2	Legal Status (Proprietorship / Partnership / LLP / Company) with Registration Certificate No.	
3	Full Address of Registered Office (with Pin Code, Landline, Mobile, E-mail)	
4	Full Address of Operating Office / Branch at Hyderabad, Telangana (with Pin Code, Landline, Mobile, E-mail)	
5	PAN Number (attach documentary proof)	
6	GST Registration Number (attach documentary proof)	
7	Total number of years of experience in regularly providing vehicles (including Cars, SUVs, Buses, Tempo Travellers etc.) to Government / Semi-Government Organizations / PSUs / Universities	
8	Average Annual Turnover (Financial Years 2022-23, 2023-24 & 2024-25) as per Annexure III	
9	Details of Vehicle Fleet proposed to be deployed (Category-wise count of owned / leased vehicles)	
10	Bank Details for Payment Transfer (attach cancelled cheque)	

Note: For bidders availing the relaxation under Clause 3(f), items at Sl. No. 7 and 8 relating to experience and turnover may not be applicable, subject to submission of Annexure IV Undertaking. All other information remains mandatory.

ANNEXURE II
PROFORMA FOR PRICE BID

(To be submitted on the Letterhead of the Agency, duly signed and stamped by the Authorised Signatory)

All rates to be quoted inclusive of GST, fuel, driver salary, vehicle maintenance, insurance, and all operational costs. Rates to be quoted both in figures and in words.

PART A: MONTHLY BASIS RATES

Sl. No.	Vehicle Description	Fixed Monthly Charges (incl. GST, fuel, driver salary, maintenance) for Fixed KM per Month (Rs.)	Rate per Extra Km (Rs.)	Rate per Extra Hour (Rs.)	Night Charges (11 PM to 5 AM) (Rs.)
1	Toyota Innova Crysta - White Colour (3,000 KM / Month) (RC after January 2026)				
2	Maruti Swift Dzire (2,500 KM / Month) (RC in 2025/26)				

Notes for Part A: (i) Night charges apply between 23:00 hours and 05:00 hours. (ii) Kilometre calculation: from Reporting Location to Reporting Location only, recorded in logbook through odometer readings. (iii) Rate per Extra Hour shall be considered after 12 hours of vehicle deployment. (iv) Toll charges, parking charges, inter-State taxes, and municipal charges will be paid against original receipts only. (v) Rates quoted shall be inclusive of GST, fuel charges, driver salary, maintenance etc. (vi) Kilometre balance, if any, at month-end shall be carried forward to the succeeding month.

PART B: CALL BASIS RATES - LOCAL / IN AND AROUND HYDERABAD

Sl. No.	Vehicle Category	Fixed Charges 80 Km / 8 Hrs (Rs.)	Fixed Charges 120 Km / 12 Hrs (Rs.)	Fixed Charges 180 Km / 18 Hrs (Rs.)	Rate per Extra Km (Rs.)	Rate per Extra Hr (Rs.)	Night Charges (Rs.)
1	Hatchback Car						
2	Sedan Car						
3	MUV/MPV (6-7 Seater)						
4	SUV (7 Seater and above)						
5	Mini Bus / Tempo Traveller (12 Seater)						
6	Tempo Traveller (17 Seater)						
7	AC Bus (32 Seater)						
8	AC Bus (45 Seater)						
9	AC Bus (52 Seater)						

(P.T.O)

PART C: CALL BASIS RATES - OUTSTATION

Sl. No.	Vehicle Category	Slab A 180 Km / 18 Hrs (Per Day) (Rs.)	Slab B 240 Km / 24 Hrs (Per Day) (Rs.)	Slab C 300 Km / 24 Hrs (Per Day) (Rs.)	Rate per Extra Km (Rs.)	Night Charges (Rs.)
1	Hatchback Car					
2	Sedan Car					
3	MUV/MPV (6-7 Seater)					
4	SUV (7 Seater and above)					
5	Mini Bus / Tempo Traveller (12 Seater)					
6	Tempo Traveller (17 Seater)					
7	AC Bus (32 Seater)					
8	AC Bus (45 Seater)					
9	AC Bus (52 Seater)					

General Notes for Price Bid (Parts B and C):

- (i) Rates shall be quoted in Indian Rupees only, both in figures and words, for each vehicle category and each slab. In case of any discrepancy, the rate in words shall prevail.
- (ii) All rates are inclusive of GST, fuel, driver salary, maintenance, and insurance. No additional claim shall be entertained.
- (iii) Toll, parking, inter-State entry taxes, and municipal levies shall be reimbursed separately against original receipts.
- (iv) Bidders may quote for one or more vehicle categories. Deployment shall be made based on the vehicle category required and the L1 rate amongst empanelled bidders.
- (v) Night charges apply for deployment between 23:00 hours and 05:00 hours.
- (vi) Extra km and extra hour charges apply only after the slab limits are exhausted, on a pro-rata basis.

ANNEXURE III
PROFORMA FOR ANNUAL TURNOVER

(To be submitted on the Letterhead of the Agency, certified by a Chartered Accountant)

Sl. No.	Financial Year	Annual Turnover (Rs.)	Remarks
1	2022-23		
2	2023-24		
3	2024-25		
Average Annual Turnover (Three-Year Average)			

Certified that the above turnover figures are correct as per the books of accounts / audited statements of M/s _____.

Name of Chartered Accountant: _____ Membership No.: _____

Firm Name: _____ Date: _____ Place: _____

Signature with Official Seal: _____

ANNEXURE IV

UNDERTAKING OF TECHNICAL, FINANCIAL, OPERATIONAL CAPABILITY AND DECLARATION OF NON-BLACKLISTING

(To be executed on non-judicial stamp paper of Rs. 100/-, duly attested by a Notary Public)

I/We, _____ (Name of the Authorised Signatory), authorised representative of M/s
_____ (Name of the Firm/Agency), having its registered office at
_____, do hereby solemnly affirm and undertake as follows:

1. That the Firm possesses the necessary technical capability, infrastructure, and operational capacity to execute the contract for provision of vehicles on monthly basis and call basis as per the terms and conditions of Tender No. YISU/Admin/HV-MB-CB/2025-26/09.
2. That the Firm has the availability of the required number and categories of vehicles in good running condition, registered in accordance with and meeting all statutory requirements under the Motor Vehicles Act, 1988, the Central Motor Vehicles Rules, 1989, and all other applicable laws.
3. That the driver/s proposed to be deployed hold valid Commercial Vehicle Driving Licences, are duly experienced, medically fit, and have no criminal antecedents, in compliance with applicable statutory requirements.
4. That the Firm is duly registered under GST, holds a valid PAN, possesses valid vehicle permits and insurance coverage, and is compliant with all applicable labour laws including the Contract Labour (Regulation and Abolition) Act, 1970, and the Minimum Wages Act, 1948.
5. That the Firm possesses adequate financial solvency to execute the contract for its entire duration without any financial constraint.
6. That in the event of increase in the number of vehicles required by the University during the currency of the contract, the Firm undertakes to provide additional vehicles of the required category at the approved contractual rates and conditions.+
7. That the information furnished in this undertaking and in the bid documents is true and correct. In the event of any misrepresentation or suppression of material facts, the University shall be at liberty to cancel the bid or contract and initiate such action as may be deemed fit, including forfeiture of EMD and blacklisting.
8. That the Firm undertakes to abide by all terms and conditions of the tender document and to fulfil the contractual obligations, if the contract is awarded.
9. That the Firm hereby declares that it has not been blacklisted, debarred, or banned by any Central Government Department, State Government Department, Public Sector Undertaking, Autonomous Body, Statutory Body, Semi-Government Organization, Government Educational Institution, or any Corporate Body/Institution for any reason whatsoever as on the date of submission of this undertaking.

Place: _____ Date: _____

For M/s _____

Signature: _____

Name of Authorised Signatory: _____

Designation: _____

Seal of the Firm

ANNEXURE V

AGREEMENT FOR HIRING OF VEHICLES ON MONTHLY BASIS AND CALL BASIS

(To be executed on non-judicial stamp paper of Rs. 100/-, with Notary Public attestation. Draft Agreement to be submitted to YISU for approval of the Competent Authority before taking the final printout.)

This Agreement is entered into on this _____ day of _____ 2026 between:

Young India Skills University, Telangana, a body corporate established under the Young India Skills University Act, 2024, having its office at Nilgiri Block, IIIT Hyderabad (Transit Campus), Gachibowli, Telangana 500032, represented by the Registrar In-Charge (hereinafter referred to as "**the University**", which expression shall include its successors and assigns), of the ONE PART;

AND

M/s _____, a _____ (constitution of firm) registered at _____, represented by Shri/Smt./Kum. _____, its Authorised Signatory (hereinafter referred to as "**the Service Provider**", which expression shall include successors and permitted assigns), of the OTHER PART.

WHEREAS the University, by its Letter of Award No. _____ dated _____, has awarded the contract for Hiring of Vehicles on Monthly Basis and Call Basis to the Service Provider on the terms and conditions set out in Tender No. YISU/Admin/HV-MB-CB/2025-26/09 and as hereinafter specified.

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties agree as follows:

1. The Service Provider agrees to provide vehicles on monthly basis and call basis for the official use of the University in accordance with the terms, conditions, vehicle specifications, slab rates, and operational requirements set out in the tender document and Annexures thereto.
2. The contract shall be for a period of One (01) Year from the date of commencement, and shall be extendable by mutual written consent on the same rates, terms and conditions.
3. The rates quoted and accepted under the tender shall remain firm and fixed for the entire period of the contract. No escalation shall be permissible on any account, including revision of fuel prices or statutory charges.
4. The monthly hire charges shall be on lumpsum basis for the prescribed monthly usage limits, fully inclusive of GST, fuel, maintenance, insurance, driver charges, and all incidental operational expenses. The University shall not make any payment other than the charges agreed upon in the tender.
5. The vehicle shall be available on any day including Saturdays, Sundays, and Public Holidays. Kilometre balance, if any, remaining at month-end shall be carried forward to the succeeding month.
6. The Service Provider shall maintain a daily logbook / trip sheet for each monthly-basis vehicle and submit copies along with monthly bills. Duty slips shall be maintained for call-basis deployments.
7. The Service Provider shall comply with all provisions of the Motor Vehicles Act, 1988, the Central Motor Vehicles Rules, 1989, the Contract Labour (Regulation and Abolition) Act, 1970, the Payment of Wages Act, 1936, the Minimum Wages Act, 1948, and all other applicable Central and State laws, at all times during the currency of this contract.
8. The University shall not be responsible for any traffic challan, loss, damage, accident, or third-party liability arising out of the deployment or operation of vehicles. The Service Provider shall maintain valid comprehensive insurance including third-party liability for each deployed vehicle.
9. The Service Provider shall not subcontract, assign, or delegate this contract or any part thereof to any other party.
10. Privately fitted LPG and CNG cylinders shall not be used for running any vehicle deployed under this contract.
11. The University shall not make any advance payment under any circumstances.
12. The University shall be at liberty to terminate this Agreement by giving One (01) Month's written notice, or forthwith without notice in the event of material breach, non-performance, or misrepresentation by the Service Provider.
13. All disputes arising out of or in relation to this Agreement shall be subject to the exclusive jurisdiction of the Courts at Hyderabad, Telangana.
14. The decision of the Competent Authority, YISU, in all matters of administration, interpretation, and enforcement of this Agreement shall be final and binding on the Service Provider.

For Young India Skills University, Telangana

Signature: _____

Name: _____

Designation: Registrar In-Charge, YISU

Date: _____

Official Seal: _____

Witnesses:

1. Name: _____

Address: _____

Signature: _____

For M/s _____

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal of the Firm: _____

2. Name: _____

Address: _____

Signature: _____

**Sd/-
Registrar In-Charge
Young India Skills University, Telangana**